Certificate
in
Library and Information Science

Assignments
For January 2025 and July 2025 Sessions

Faculty of Library and Information Science
School of Social Sciences
Indira Gandhi National Open University
Maidan Garhi
New Delhi-110068

DATES FOR SUBMISSION OF ASSIGNMENTS

FOR JANUARY SESSION   **31th March 2025**

FOR JULY SESSION   **30th September 2025**

WHERE TO SUBMIT THE ASSIGNMENTS

Kindly submit your assignments at the concerned Study Centre within the due dates as mentioned above

CONTENTS

INSTRUCTIONS FOR ASSIGNMENTS:

1) As part of CLIS Programme, each candidate has to do one assignment each in all the courses.

2) Assignments carry 30% weightage in the continuous evaluation of a course. The Term End Examination carries 70% weightage. Hence, the marks/grade you get in your assignments will be counted in your final result. Candidates are, therefore, advised to take assignments seriously, complete and submit them in time.

3) You must remember that assignments are compulsory. You will not be allowed to appear for the Term End Examination for a course if you do not submit the specified number of assignments and complete the practical in time for that course.

Instructions for Tutor Marked Assignments:

1) *The validity of the assignment is ONE YEAR. Those who take admission in January session or July session have to attempt the assignments of that session only. If they fail to submit their assignments before the due date of the particular session, they are supposed to attempt the fresh set of assignments of subsequent sessions (e.g. if a student of January 2025 session fails to submit her/his assignments till 31st March 2024, s/he will have to attempt the fresh assignments of July 2025 session). Similarly, those who take admission in July session have to attempt the assignments of July session only. If they fail to submit their assignments before the due date of the particular session, they are supposed to attempt the fresh set of assignments of subsequent July session (e.g. if a student of July 2025 session fails to submit her/his assignments till 30th September 2025, s/he will have to attempt the fresh assignments of January 2026 session).*

2) Write your Enrolment Number, Name, Full Address and Date of Dispatch at the top right-hand corner of the first page of your answer sheet.

3) Write the Programme Title/ Code, Course Title/Code, Assignment Number and Name and Code of the Study Centre on the left-hand corner of the first page of your answer sheet.

The top of the first page of your answer sheet for each assignment should be as follows:

4)   Your answer sheet should be complete in all respects. Make sure you have answered all the questions in an assignment before you submit them. Incomplete answer sheets will bring you poor grades/marks.

5)   Do not just reproduce your answers from the units. If you reproduce from units, you will get a Zero.

6)   Do not copy from the response sheets of other students. If copying is noticed, the assignments of such students will be rejected.

7)   Typed and computer print assignment are not permissible.

8)   Use only full-scale size paper for you answer, ordinary writing paper, neither too thick nor too thin will do.

9)   Leave 3" margin on the left and at least 4 lines in between each answer in an assignment. This will enable your Counsellor to write useful comments in appropriate places. Write question number with each answer.

10) The evaluated assignment will be returned to you by the Coordinator of your Study Centre. This will also include a copy of assignment sheet containing global comments of the evaluator on your performance in the assignment. This will enable you to improve in your future assignments as well as the Term End Examinations.

11) The Tutor Marked Assignments should be sent to the Coordinator of the Study Centre allotted to you.

BLI-011: Libraries: An Introduction

Assignment

Coverage: **Course Code: BLI-011**
Course: Libraries: An Introduction

                                                          Assignment Code: AST/TMA/Jan.2025-Jul.2025
Units: 1-8   **Total Marks: 50**

Part-1: Answer all questions in about 300 words. All questions carry equal marks

1   How do libraries play a significant role in promoting literacy and education in   (5)
    society?

2   Explain the functions of public libraries.   (5)

3   Describe the role of academic libraries.   (5)

4   Explain the roles and responsibilities of technical section in library.   (5)

5   Explain the information technology (IT) competencies needed for library staff in   (5)
    the 21st century.

6   Define professional. Identify the difference between professional and   (5)
    paraprofessional librarians.

7   What is acquisition? Explain the different methods of acquisition.   (5)

8   Discuss how libraries can help an individual in developing lifelong learning   (5)
    habits.

Part-11: Write short notes in about 100 words. All questions carry equal marks.

1   Library maintenance   (2)

2   Digital library   (2)

3   Role of circulation section in libraries   (2)

4   Technical processing   (2)

5   Need for weeding   (2)

BLII-012: Document Processing and Organisation

Assignment

Coverage: **Course Code: BLII-012**

Course: Document Processing and Organisation

                                           Assignment Code: AST/TMA/Jan.2025-July 2025

Units: 1-6   **Total Marks: 50**

Note: Answer all questions.

1) Classify ANY 10 (out of 12 given titles) of the following titles using Dewey Decimal Classification (19th edition**).**   **(10x2=20 marks**)

      1) Law Libraries

      2) Buddhist philosophy

      3) Sacred Books of Jains

      4) Study and teaching of library and information science

      5) Political condition in Delhi

      6) Foreign relations between American and India

      7) DELNET (India)

      8) Indian Library Association, New Delhi

      9) Hospitality of Punjabi People

     10) Dictionary of Mechanical Engineering

     11) Human diseases

     12) Hindi short stories

1) Catalogue any **two titles** as per AACR-2R. All the added entries are to be provided. The Answers are to be worked out on paper only, marking out 5"×3" cards. All titles carry equal. **(15*2=30 marks)**

Ttile: 1
DNA MICROARRAYS, SYNTHESIS, AND SYNTHETIC
DNA

EDITED BY MARISSA J. CAMPBELL
VOL. 1. MACROMOLECULAR SYNTHESIS IN MITOCHONDRIA IN THE ADRENAL GLANDS OF AGING MICE AS OBSERVED BY ELECTRON MICROSCOPIC RADIO AUTOGRAPHY/TETSUJI NAGATA
VOL. 2. SYNTHETIC DNA AS OBSERVED BY MICROSCOPIC RADIO AUTOGRAPHY/T. NAGATA
VOL. 3. THE GENOME PACE-MAKER HYPOTHESIS : A DNA BASED SYNTHESIS OF GENOME SIZE, DNA REPLICATION/REPAIR AND EVOLUTION/JOHN HERRICK

NEW YORK
NOVA SCIENCE
2012

Other Information:
Call No.	572.8636 CAM
Accession no.	2020-22
Pages:	190, 290 -390
ISBN:	9781612098234

Title:2
AN ESSENTIAL GUIDE TO ELECTRONIC MATERIAL SURFACES AND INTERFACES

LEONARD J. BRILLSON
23rd Edition

HOBOKEN,
NEW JERSEY WILEY
2024

Other Information:
Call No.	621.381 BRI
Accession no.	29001
Pages:	240
ISBN:	9781119027133
Siz	24cm
Prices	Rs. 350

Title:3

Information Services Today
AN INTRODUCTION
2nd edition

Edited by Sandra Hirsh

Rowman & Littlefield Publishers,
Blue Ridge Summit,
2022

Assignment

Coverage: **Course Code: BLII-013**
Course: Document Processing and Organisation
                                           Assignment Code: AST/TMA/Jan.2025-July 2025
Units: 1-6   **Total Marks: 50**

Note: Answer all questions. All questions carry equal marks.

1) Please visit a library and collect following information about the library and write in the space given below:

i.) Name of the Name of the Libraries

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ii.) Types of Libraries

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iii.) Write about the services provided by these libraries

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iv.) List any five databases subscribed by each of these Libraries.

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2) Write the full bibliographic description of any five Encyclopeadias which are available online

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3) Visit the website of National Library of India and list the services provided by it. Also prepare the list of important resources available in this library._____
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4) Visit the website of IFLA and write about its important programmes in detail.
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5) Visit the website of DOAJ and write the full bibliographic description of any 10 Journals.
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BLII-014: ICT in Libraries

Assignment

Coverage:

Course: ICT in Libraries

Units: 1-7

Course Code: BLII-014

Assignment Code: AST/TMA/Jan.2025-Jul .2025

Total Marks: 50

Part-1: Answer all questions in about 300 words. All questions carry equal marks (40)

1. Define computer. Discuss various types of computers. (5)

2. What do you mean by library automation? Explain the major activities of (5) circulation sections.

3. Define an operating system. Discuss the features of operating system. (5)

4. Explain the concept of computer network. Discuss the types of computer (5) networks.

5. Differentiate between system software and application software with examples. (5)

6. What do you understand by web based services? Explain its need and purpose. (5)

7. Define subject gateways. Discuss different types of subject gateway in detail. (5)

8. What do you mean by institutional repository? Explain the role of institutional (5) repository in library for providing better services to users.

Part-11: Answer all questions in about 100 words. All questions carry equal marks (10)

1) Explain the various criteria for evaluating of library automation software. (2)

2) Write an essay on history of Internet. (2)

3) Discuss the utility of web 2.0 for libraries. (2)

4) Explain the features of SOUL software. (2)

5) Discuss various components of LibreOffice. (2)